FEDERAL BUREAU OF INVESTIGATION

CLYDE A. TOLSON

PART 1 OF 10

BUFILE: 67-9524

DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A

67-9524

Part I

67-9524 contains a combined TOTAL of 1240 pages

XXXXXXX
XXXXXXX
XXXXXXX 307 pages

XXXXXXXXXXXXXXXXXXX
X X
X NO DUPLICATION FEE X
X FOR THIS PAGE X
XXXXXXXXXXXXXXXXXXX

SECTION CLOSED

Section 1

August 24, 1932.

MEMORANDUM FOR MR. TOLSON.

I wish to refer to the unsatisfactory manner in which the exhibit [illegible] International Congress of Aquatics was prepared. I have pre[illegible] to the [illegible] carrying the least brot[illegible] identification, [illegible] of the photographs of the individuals. It has been [illegible] of one of these individuals, but I am [illegible] the other individual is unknown and that we have no [illegible] of this person. I think it is a most undesirable [illegible] in photographs for examples of such cases without [illegible] the person whose picture we portray. I think we [illegible] full and detailed record in such cases and that [illegible] set forth upon the exhibit card.

[illegible], I would like to have more care and supervision given to [illegible] for publication and exhibition. I do not [illegible] study and care can be given to such matters for it is [illegible] that the Bureau's work becomes known [illegible].

I also want to refer to the lack of information available here at [illegible] in this instance. When occasion arose to [illegible] information concerning this matter I found there was [illegible] to be actually exhibited at New York nor [illegible] which could be given to the press concerning [illegible]. This is indicative of the very condition of which I have previously [illegible], namely, our failure upon our part to anticipate the public interest [illegible] to have available material for release when the time arrives.

I want instead that memorandums be prepared fully covering matters of [illegible] so that we will not be embarrassed and delayed in answering inquiries [illegible] by the press. Will you please see that Mr. Schilder is thoroughly in[illegible] with the necessity for these charts and in the future I would like to have you personally see that the above suggestions are complied with.

Very truly yours,

67-9524-155

Director.

[illegible]

August 19, 19[illegible].

MEMORANDUM FOR Mr. [illegible].

With reference to the recent conference of Bureau [illegible] held at [illegible] on August 15th of 19[illegible], [illegible] of the [illegible] in the [illegible] of the [illegible] in the lectures delivered by [illegible] of the [illegible] in the substance of the comments made.

Mr. [illegible] O [illegible] the [illegible] and [illegible] the [illegible] on the project [illegible], Mr. [illegible] [illegible] instructive and well delivered.

The following [illegible] were noted:

[illegible] X [illegible]

Mr. [illegible] X [illegible] Mr. [illegible] has a good delivery and presents an excellent [illegible] manner. It is believed that [illegible] would be benefited [illegible] the [illegible] of the [illegible] [illegible] Mr. [illegible] [illegible] Mr. [illegible] [illegible] the [illegible] [illegible] It is believed it would be well for [illegible] to be a [illegible] of this [illegible] which covered the first [illegible] in [illegible] of crime [illegible] in [illegible] to the Bureau and he could [illegible] that a explanation of the operation of crime reporting by the Bureau in a brief way.

Mr. [illegible] X It would seem desirable for Mr. [illegible] to go into more detail in [illegible] the scientific investigation of crime. It is suggested that it would be very helpful to field [illegible] specialists of a prepared setting [illegible] in detail and in his lecture all of the scientific aids in criminal investigation mentioned by Mr. [illegible] in his lecture.

67-9524-153

[illegible] in the sense of the term. It [illegible] not a to be [illegible] but [illegible] familiarized himself with [illegible].

[illegible] entirely too rapidly.

[illegible] were not able to all of the [illegible]

[illegible] believe that the above critic[illegible] to eliminate my. [illegible] the subject [illegible] lecture [illegible], [illegible] of [illegible] be criticized. [illegible] if they cannot [illegible] subject.

[illegible]

Place Washington, D. C.

Date August 2, 1932.

Name Clyde A. Tolson

Title Assistant Director

Languages:

Degree of Proficiency:

Vocations:

Attorney

Avocations:

67-9524-152

Miscellaneous special qualifications:

None

AUG 6 - 1932

FILE

Special Agent in Charge.

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

CT:ACS June 27, 1932.

Director,
United States Bureau of Investigation,
Washington, D. C.

Dear Sir:-

Complying with the instructions contained in Section 35 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

A. Single.
B. Sigma Nu Fraternity
Phi Delta Phi Legal Fraternity
First Lieutenant, Military Intelligence Department, U. S. Army Reserve Corps.
Columbia Country Club, Chevy Chase, Md.
University Club, Washington, D. C.
C. 524 South 12th Street East, Cedar Rapids, Iowa.
D. A. B. and LL. B. Degrees, George Washington University, Washington, D. C.
E. H. A. Tolson, Brother, 1332 Farragut Street, N. W., Washington, D. C.
F. No preference.

Respectfully,

Clyde A. Tolson

Clyde A. Tolson.

June 14, 1938.

Memorandum for Mr. Stewart:

The attached recommendation and increase in compensation for Mr. Folson is predicated upon the fact that he is being assigned additional duties in the Bureau. In addition to the regular duties which he is now performing, Mr. Folson is [illegible] Inspection duties incident to field [illegible]. One of the Inspectors in grade GS 13, at [illegible], is being eliminated in order to [illegible] the appropriation and the duties performed by this Inspector will be taken over by Mr. Folson.

Enc.

67-9524-151

[illegible]

June 17, 1932.

MEMORANDUM FOR MR. LOHNEBACH, APPOINTMENT CLERK

It is recommended that a letter be prepared transmitting and [illegible] the following promotion of the Bureau of Investigation, as indicated, payable from the appropriation for "Detection and Prosecution of Crimes", 1932, effective June 21, 1932:

FROM	TO
Mr. Clyde A. Dolson	Assistant Director, C.F.I., [illegible] per annum.

Very truly yours,

Director.

Approved:

Assistant Attorney General.

67-9524-150

cc: Mr. Gentry
Mr. Wilson
Mrs. Noble
Fiscal Section

Enclo.

June 2, 1932.

MEMORANDUM FOR Mr. TOLSON.

Your attention is invited to the fact that Mr. E. J. Jenkins, whose appointment as a Special Agent was recommended by you, has been found to be entirely unfitted for the work.

Very truly yours,

Director.

March 29, 19[illegible]

MEMORANDUM FOR MR. [illegible]
[illegible]

More care must be exercised in the preparation of memoranda which are intended for publication. I refer particularly to the recent memorandum which was prepared concerning the international exchange of film corrections. In our international relations we have certain ties with five countries, namely, France, Italy, Canada and Mexico. There was no reference to Canada in the memorandum. I did not certainly know that I was correct in my belief that it had been carefully considered by the Chief of Division and the Assistant Director in charge of the division. However, today, I learned in a conversation with a Canadian Government representative that the Canadian Government has not authorized such relations with Canada. Upon further inquiry of the Division, I am informed that the matter is formally pending with the Canadian authorities by reason of the fact that the exchange of films with Canada is not within the scope of the Canadian film exchange. If this be a fact, I do not think that we should give the impression that we are not, by reason of the mention of Canada in the memorandum referred to, the formal approval of a system that is not yet fully entire. In other words, as I understand it today, the negotiations should have been between France, Italy, Britain and the Canadian Government in connection with the film but not by reason of a formal agreement with the central authority in Canada. We should, therefore, certainly have included Canada in the list of countries with which we have communicated such relations and I believe we should have formally taken the matter up with the Canadian authorities so as to have included Canada in the list.

Furthermore, I am at a loss to understand why we have not made some definite efforts in establishing the same relations with Mexico. Certainly the countries actually bordering the United States should be the first ones with which we would desire to establish such relations and yet neither of them was included in the list which was given out for publication. I am informed, in connection with the Mexican situation, that by reason of the sentiment of the international relations with Mexico several years ago no steps have been taken towards establishing the exchange of relations. I am not a student of International Affairs but my impression is that the relations with Mexico are far more cordial and far less strained than they were several years ago. I do not know whether anyone in the Bureau even knows whether there is or is not a Central Identification Bureau in Mexico. Someone in the Bureau should certainly at least concern himself to ascertain what the physical facts are in Mexico concerning the central identification arrange-

[illegible] with such person who may have the endorsement [illegible] the government and see whether international exchange cannot be established.

The point I desire to make is that apparently this subject was not [illegible] through study or careful checking as would have been [illegible] in [illegible] matter for publication. It is not to [illegible] to [illegible] all of these minute details and some arrangement must be effected [illegible] such situations before one, are brought to me for final approval.

Very truly yours,

Director.

CI:AOS February 3, 1930.

MEMORANDUM FOR THE DIRECTOR.

Please be advised that my address has been changed to Apartment 431 B, Westchester Apartments, 4300 Cathedral Avenue, Telephone Cleveland 0507.

Respectfully,

Cayce A. Tolson.

December 11, 1951.

MEMORANDUM FOR MR. TOLSON.

Your attention is invited to the fact that Mr. L. A. Dixon, whose application as a Special Agent was recommended by you, has been found to be entirely unfitted for duties here.

Very truly yours,

Director.

[illegible] 11, [illegible]

MEMORANDUM FOR MR. TOLSON.

[illegible] to the fact that
[illegible], whose appointment as a [illegible] had
[illegible] by you, [illegible] hours, after
[illegible], to [illegible], admitted for
[illegible].

Very truly yours,

Director.

RECORDED

67-9524-147

Place Washington, D. C.

Date November 2, 1931.

Name Clyde A. Tolson

Title Assistant Director.

Languages:

No practical knowledge.

Vocations:

Assistant Director, Bureau of Investigation.

Attorney at Law.

Avocations:

No special qualifications.

67-9524-146

Miscellaneous special qualifications:

None.

Clyde A. Tolson,
Assistant Director.

POSITIVE

October 27, 1931.

MEMORANDUM FOR MR. TOLSON

There is attached hereto a copy of a communication addressed to each Special Agent in Charge of the Bureau field offices, which is self-explanatory.

It is desired that you submit in duplicate on the attached form the information requested. This information should be submitted at the earliest practicable date.

Very truly yours,

Director.

Encl. #743167

67-9524-145

7-Ref

Special Agent in Charge,
Bureau of Investigation.

Dear Sir:

In order to obtain furth[illegible] for use in selecting Special Agents to perform special [illegible] and for similar purposes, the Bureau desires that you obtain and for[illegible] it certain data which will afford the information desired [illegible] the Bureau's current knowledge of the special training, [illegible] qualifications possessed by its Special Agents.

Information concerning v[illegible] of Bureau employees has been found extremely [illegible] information will involve, for instance, knowledge of the th[illegible] of radio from a scientific standpoint, for use in [illegible] of radio stations alleged to be operating in violation of law [illegible] to their practical colloquial use, knowledge of chemistry, ph[illegible] electricity, the ability possibly to work as a mechanic in [illegible] to perform as a professional musician, to be sufficiently proficient in [illegible] the sports and games as to warrant the assumption of professional ability [illegible] comprehensive knowledge of and ability to operate a motorboat or [illegible] an automobile, an airplane or motorcycle, a knowledge of explosives, a [illegible] knowledge of stenography, typing, photography, and similar [illegible] including sufficient competency in accountancy to [illegible] working knowledge of book-keeping.

The Bureau desires that it be fur[illegible] with information which will enable it to judge the extent of the [illegible] of its Special Agents in vocations or avocations in which they have [illegible] or of which they possess knowledge. The vocations and avocations [illegible] have been listed are simply given in order to illustrate the purpose of [illegible] undertaking. It is desired that the information in question be secured [illegible] each Special Agent and Special Agent (A) under your supervision and forwarded to the Bureau on the attached forms at the earliest practicable [illegible] A copy of said form, together with the desired information thereon, should be made a part of the personnel file of each Special Agent and Special Agent (A) attached to your office.

Very truly yours,

Director.

[illegible] September 1, 1921.

[illegible] COMMISSION [illegible]

[illegible] form [illegible]
[illegible] with [illegible]
[illegible] 10,
[illegible] filled out [illegible]
[illegible].

Very truly yours,

[illegible]

[illegible]

Civil Service forms re employees in professional grades, in connection with a fact finding survey.

67-9524-1

C
O
P
Y

JHB:MMB

August 6, 1931.

PERSONAL

MEMORANDUM FOR MR. NATHAN.

I have just had my attention called to the Manual of Instructions, which is about ready to be released to the field, the mimeographing of it having been completed, and upon reading Section 20 of this Manual I was astounded at not only the inexcusably poor phraseology, misspellings, but ridiculous expressions which appear therein. Upon examining the original draft of this I find that it was apparently reviewed by you. I have made inquiry of the other members of the Manual Committee, including Mr. Keith, Mr. Egan, Mr. Tolson, and Mr. Cullen, and none of these officials ever saw Section 20 of the Manual until I called it to their attention yesterday. It was my understanding that the Manual Committee, consisting of Messrs. Keith, Egan, Tolson, Cullen, and you were to consider all suggestions submitted for changes in the Manual and that the Committee consisting of Messrs. Nathan and Keith were to phrase these suggestions into the Manual and that following this the other members of the Committee would again read the Manual and approve the phraseology. Apparently this was not done.

In the first place, I was particularly displeased at the manner in which the Manual Conference functioned in the original instance. There were many instances when individual members of the Manual Conference were absent during the course of discussion, some of the members being absent for hours at a time, and when they returned to the Conference they apparently merely affixed their names to the recommendations that had been considered and disposed of during their absence. Obviously they did not have the benefit of the oral discussions concerning such recommendations. It seemed to be impossible to impress upon the members of the Manual Conference the utmost importance of this piece of work and that their entire time and attention should have been given to it. In my estimation it was far from a perfunctory assignment but, as I have indicated, the individual members of the conference did not take the conference seriously if one may judge from the lack of attention which certain members of the conference gave to the work.

This was sufficiently unfortunate but when I discovered that a Section of the Manual of Instructions has been mimeographed and incorporated therein without anyone adequately reviewing the same, I am fearful that the entire work may have to be completely reviewed. It is obvious, I believe, that Section 20 could not have been carefully reviewed by you for certainly the glaring error in the same would have been discovered. I am also at a complete loss to understand why Section 20 was not submitted to the other members of the Manual Conference. It is possible, of course, that even if it

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

CT:ACS

August 19, 1932.

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your notations in connection with the memoranda submitted by Supervisors Coffey and Metcalfe in connection with their attendance at various lectures given at the training course held at the Local Office on August 15 and 16.

Mr. Schilder requested instructions from me concerning the attendance of his Supervisors at the various lectures. I informed him that he should endeavor to have his supervisors attend as many lectures as possible but did not instruct him that they should attend each and every session of the school due to the fact that it would have resulted in a lack of sufficient supervisory personnel in the Identification Division. The failure of Messrs. Coffey and Metcalfe to attend all lectures is chargeable to the writer.

Respectfully,

Clyde A. Tolson.

3

August 26, 1932.

MEMORANDUM FOR THE DIRECTOR.

Mr. [illegible] has requested that I submit a memorandum concerning [illegible] and [illegible] who did not attend all sessions on the last conference.

Before the conference, [illegible] to make inquiry whether any of the supervisors in Division 6 had attended the last conference. Mr. Coffey stated that he had attended the conference in Chicago. I knew of Mr. Coffey's absence. We agreed that I should arrange to see that he himself or Mr. H. A. Wilson should meet with all of the supervisors. They did so and each attended the entire eight sessions. Mr. Coffey attended the eight sessions.

Respectfully,

L. G. Schilder.

I again desire to repeat my previous instructions that all supervisors in Div. 6. be ordered to attend such sessions of the next conference as they have not previously attended. Should any request from Mr. Schilder be received to avoid this, please consult me before granting this

8-25-32 J. E. H.

67-1862-387

had been submitted it would have been initialed without any careful review or analysis but at least I could have placed responsibility upon the person who had initialed it.

I yesterday directed that Messrs. Egan, Keith, Tolson, and Cullen immediately review the Manual of Rules and Regulations and the Manual of Instructions, both for substance and phraseology, and report back their recommendations to the same before the Manuals are released to the field.

I consider that the manner in which the preparation and change of the Manuals was handled by the author of the Manual of Rules seems to be most inefficient and to have manifested a rather lack of interest on the part of the Bureau's activities.

I trust that, the next time we have occasion to see how the revision of the Manuals, the officials assigned to this work will attach to it the importance commensurate with the usefulness to the Bureau's operations.

Very truly yours,

Director.

Copy to Mr. Keith
Mr. Tolson
Mr. Egan
Mr. Cullen

August 8, 1931.

MEMORANDUM FOR MR. NATHAN.
MR. TOLSON.

From time to time some of the officials in the Bureau request a day or part of a day leave but have failed to submit leave applications for the time requested. The same rules applicable to the employees in the Bureau are applicable to all assistants and officials of the Bureau and leave applications must be filed by all persons connected with the Bureau when they are not upon official duties.

You will please see that this is carried out.

Very truly yours,

DIRECTOR.

August 6, [illegible]

[illegible]

[illegible] that the general policy has been followed [illegible] I believe that this policy [illegible] the following lines.

[illegible] the writing of such memoranda for routine matters.

For the above purposes, Mr. [illegible] is to be considered as the [illegible] Director in charge of Division [illegible].

Very truly yours,

Director.

July 25, 1931.

MEMORANDUM FOR MR. TOLSON
MR. [illegible]

I have em[illegible]ed on several occasions the imperative necessity [illegible] Manuals issued at the earliest possible [illegible] not only for [illegible] of the field but also for the new [illegible] which will [illegible]. I have been advised that the Manuals will be ready on August third, but I [illegible]. In the [illegible] we have been entirely too [illegible] certain date and then they [illegible]. I, therefore, [illegible] that the Manuals will be [illegible] August third.

[illegible] must be taken to have these Manuals completed and out by the close of business July 31, 1931 even if it becomes necessary to work overtime to accomplish this. If it is necessary to add additional personnel or to work overtime I want these orders issued at once.

Frankly, I am very much disgusted at the dilly-dallying that has taken place in connection with this entire matter. The Manuals were revised months ago and by reason of numerous delays, some of which have been possibly excusable but many of which have been inexcusable, we have not yet received the revised copies of the Manuals. If this continues to string along, it is very likely that the revised copies of the Manuals will not be out before we are asking for suggestions for changes which will be requested on October first.

Very truly yours,

RECORDED

67-9524-1[illegible]

Director.

1931

J[illegible]

July 15, 1931.

MEMORANDUM FOR MR. TOLSON.

[illegible], one of the [illegible] in the Department, has [illegible] informed me that his brother [illegible] to see you this [illegible] relative to a [illegible] position in the Bureau and [illegible] been informed that the Bureau was not [illegible] any colored [illegible]. [illegible] that his brother [illegible] of [illegible] submitting this to the National Association for the Advancement of the Colored [illegible] in order that it [illegible] up officially with the Administration [illegible] rule [illegible] in existence. I [illegible] quite sure in [illegible] his brother had [illegible] there was no rule of this character in the Bureau [illegible], [illegible] of fact, there [illegible] a number of colored [illegible] in the Bureau and only in [illegible] positions but in [illegible] of [illegible] clerical [illegible] that the Bureau, [illegible], [illegible] no prejudice against the appointment of colored [illegible] to positions [illegible] they were fitted.

I [illegible] the applicant who called to see you [illegible] but I would like to have [illegible] certain in the future that any person calling [illegible] gain [illegible] impression that there is any prejudice upon the part of the Bureau to the appointment of persons based upon race, color or religious belief, for, as is well known, there is no feeling in the Bureau in regard to these matters.

Very truly yours,

RECORDED 67-9524-14[illegible]

Director.

67-

JUL 15 1931

67-95257-188

[illegible], 1932

Mr. Clyde A. [illegible],
[illegible] of Investigation,
[illegible] of [illegible].

Dear Sir:

This will acknowledge the receipt of your communication regarding your desire to be enrolled in the bookkeeping and elementary accounting course in accordance with Bureau Bulletin No. 7. Your name has been placed on the list and you will be furnished with this course.

Very truly yours,

Director.

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

July 1, 1931.

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:-

Referring to Bulletin No. 7, I am desirous of having the Bureau's course in bookkeeping and elementary accounting forwarded to me.

Respectfully,

Clyde A. Tolson

Clyde A. Tolson.

RECEIVED
JUL 7 - 1931

-9524-
67-9524-141

JUL 7 1931 P. M.
Incl. File

JOHN EDGAR HOOVER
DIRECTOR

7

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

CT:ACS

July 1, 1931.

MEMORANDUM FOR THE DIRECTOR.

In accordance with the provisions of Section 33 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

A. Single.

B. Masonic Order
Sigma Nu Social Fraternity.
Phi Delta Phi Legal Fraternity
University Club, Washington, D. C.
Military Intelligence Division, Officers' Reserve Corps. U. S. Army.

C. Cedar Rapids, Iowa.

D. A. B. Degree)
LL. B. Degree) George Washington University.

E. H. A. Tolson
1332 Farragut Street, N. W.,
Washington, D. C.
Telephone - Adams 10057 (Brother).

F. None.

Respectfully,

Clyde A. Tolson.

RECORDED

JUL 6 1931

67-9524-140

JUL 8 1931 A.M.
BUREAU OF INVESTIGATION

Div. Seven

JOHN EDGAR HOOVER
DIRECTOR

[illegible]

CT:ACS

[illegible] DIRECTOR.

[illegible] the writer does not desire [illegible] the calendar year 1931.

[illegible]

[illegible] A. Wilson.

CT:AOS

May [illegible], 193[illegible].

MEMORANDUM FOR DIRECTOR CLARK
[illegible]
[illegible]
[illegible]
Mr. TOLSON

Should any employee in the field service make inquiry of you concerning the matter of [illegible] in connection, you should advise that it is the order of the Attorney General in accordance with the wishes of the President, no interviews in criminal cases are to be made until further orders.

This instruction, of course, should not be voluntarily imparted to employees of the Bureau but be affirmed them in the event inquiry is made concerning the possibility of receiving interested communication.

Very truly yours,

Director.

62-29207-7

EH:LSS

May 16, 1951.

MEMORANDUM FOR MR. TOLSON
MR. BOARDMAN
MR. NEARY
MR. HALL
MR. FOXWORTH
MR. KEITH
MR. CULLEN

I am attaching hereto, for your information and such recommendations as you may desire, a copy of the report submitted by Inspector Clegg covering his last inspection of the Boston Office.

Very truly yours,
For the Director,

Assistant Director.

MEMORANDUM

May 16, 1954

MEMORANDUM FOR MR. TAYLOR
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

I am [illegible] herewith [illegible]
and such [illegible] [illegible] the
report requested by [illegible] [illegible]
[illegible] action of [illegible]

Very truly [illegible]
[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

I [illegible] [illegible] the report [illegible] recent [illegible]

[illegible]
[illegible] Director,

[illegible] Director.

67-226-[illegible]

MAY 13 [illegible]

JEH:MOB

May 12, 1931.

MEMORANDUM FOR MR. TOLSON
MR. SCHILLER
MR. TURVIS.

Referring to the investigation of Frank T. Flowers which was initiated on April 30, 1931, there are several comments which I am desirous of making concerning the handling of this matter. It was not handled in the manner desired.

In the first place, I consider that a very serious mistake was made in the sending of a blank sheet of paper in the envelope which was delivered by Mr. Lockout to Flowers, and which was supposed to contain the prints of Arthur J. Klein. No one other than those of Arthur J. Klein could have been in the envelope. By sending a blank sheet of paper in the envelope, Flowers, who was endowed with my degree of intelligence, would have known immediately upon opening the envelope that there was something peculiar about the situation and would have immediately left town.

In the second place, I gave specific instructions that Flowers be kept under surveillance until a warrant was obtained and the arrest made. These instructions were disregarded and Flowers was permitted, after having received the envelope and the balance of the money to Lockout to depart without any surveillance being effected.

In the third place, the Agent assigned to the case from the Washington Field Office did not keep in contact with the field office and consequently could not be located during the evening of Wednesday May 6th, when I learned of the improper handling of the investigation and was desirous of contacting with the Agent. I believe that the Agent in Charge of the Washington Field Office should instruct his Agents keeping in touch with the local office and keeping the local office advised of their whereabouts so they can be promptly contacted with, if necessary.

Very truly yours,

Director.

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

CT:ACS

May 6, 1931.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your memorandum of May 5, 1931, in which you make inquiry as to why your recent instructions concerning the use of envelopes were not complied with in the preparation of the attached letters to the Chairman, Board of Parole.

I have been informed by Miss White, Supervisor of the Stenographic Pool, that the letters attached hereto were prepared and left the Pool prior to the receipt of the instructions contained in the inter-office memorandum dated May 4, 1931, relative to the use of envelopes. I naturally at the time of the preparation of this memorandum thought any communications which had been prepared contrary to these instructions would be caught and the envelopes removed by the Mailing Clerk prior to transmission to the Department.

Respectfully,

Clyde A. Tolson.

Enclosure.

67-9524-138

MAY 8 - 1931

JFMcF:G

[illegible] 6, 1931.

[illegible]

I [illegible] of [illegible] of [illegible].

The [illegible] affidavit [illegible].

Mr. [illegible],

Director.

Incl.

67-9524-137

RECORDED

JEH:MMG

May 5, 1931.

MEMORANDUM FOR MR. TOLSON.

Will you please refer to my memorandum of yesterday concerning the use of envelopes and advise me why the instructions contained therein were not followed in the preparation of the attached letters to the Chairman, Board of Parole.

Very truly yours,

Director.

Enclosures.

67-9524-136

RECORDED

J. E. : 0b

May 6, 1931.

0

MEMORANDUM FOR MR. TOLSON.

I gave specific orders several days ago concerning the addressing of envelopes in the Bureau and yet yesterday afternoon I received for signature many memoranda addressed to various Department officials, notably Mr. Garner, for which were addressed individual envelopes. I would like to have you take immediate action to see that instructions that no envelopes are to be prepared for any memorandum or communication addressed to any Department official and that such memoranda shall be held by the Mail Clerk until the end of the day at which time he shall sort the same and forward them to the addressee in an envelope which will be accessible to him at his desk. I assume that there will be envelopes addressed for all departmental officials in sufficient supply so that the Mail Clerk may have them available at all times.

In regard to the memoranda and communications addressed to Bureau officials at the Seat of Government, it is my desire that no envelopes be prepared therefor and that the same rule be applicable as set forth in the preceding paragraph, with the exception that in matters of urgency or those of a strictly confidential character individual envelopes may be immediately prepared and that such communications will be at once transmitted to the Bureau official at the Seat of Government.

In regard to communications sent to field offices of the Bureau, I would like to have a study made for a period of a week to ascertain how many communications are sent to each Bureau office during the course of that week so that I may determine as to the desirability of having all such communications sent in one envelope each day.

Very truly yours,

Director.

67-9524-135

RECORDED

April 12, 1921.

[illegible] 1921. [illegible]

[illegible]

I am [illegible] for your consideration [illegible] [illegible] contained his [illegible] [illegible] [illegible].

Very truly yours,

Director.

[illegible]

April 20, 1931.

[illegible]

I am attaching hereto, for your consideration and such action thereon as you may deem necessary, the report and letter by [illegible] covering his visit to portions of the Dominion [illegible] office.

Very truly yours,

Director.

IN:DSS

April 17, 1951.

MEMORANDUM FOR INSPECTOR [illegible]
[illegible]
[illegible]
[illegible] XO
[illegible]

Confirming verbal conference, it is desired that the methods listed below be followed in the inspection of field offices:

It is desired that in affording tests to Special Agents on furlough basis, the Inspectors adhere to no mechanistic sequence with the agents. The term procedure should be followed as is generally employed elsewhere; that is, the individual questions should be read, if the agent does not understand the question, it will, of course, be read to him; the agent shall then be given a reasonable length of time in which to answer the entire question and shall be asked then by the Inspector on the completeness and correctness of the answer.

Authorization is also granted to Inspectors to deduct from final ratings in formal tests two points from each formal rating when the agent indicates, by the nature of his replies, that he is guessing; that he only vaguely knows the correct answer, or when he requires an unreasonable length of time in which to give the individual answers. It is understood that if the foregoing provision is followed closely, only in rare instances will it actually be necessary to conduct the ten points specified in the foregoing.

Authorization is further granted to deduct an additional five points on each formal when the answer to a specific question is such as to demonstrate beyond a doubt, in view of the nature of the lack of knowledge implied thereby, that the agent is woefully lacking in the knowledge necessary to conduct the routine investigative work of the Department of the procedure necessary therein.

66-13-755

Immigration Health
Office
Chief
Mr. Tolson
Egan

4/27/51.

Inspectors are authorized to call five points to the individual attention in all cases where in the opinion, without evaluation or speculation, of our the two employees and thus, due regard to the facts and evidence, they feel necessary to of certain Inspectors all of the data available in connection with said cases.

It is desired that each and every report of individual identity as the other subversive activities, "Sheet", "Identification", etc., "Sheet", and "Checklist". This procedure has been discontinued in detail. A copy of "Sheet" will be kept attached to a separate file for ready reference. A copy of "Identification" will, in the usual fashion, accompany the subversive action in each case in the form of recommendation, or attached report from the Inspector to the Commissioner when we forward it to the Department for final action. Finally, as a good practice, advise that the Inspector should, at least from time, the need to not sufficiently substantiate or to warrant administrative action. A copy of "Sheet" for each alien who has been in the service three years or more will be considered non-statutory by the Inspector. "Sheet" means that it is not a good and sufficient report. Also, all such cases the Inspector should indicate whether or not in question has to perform executive ability. "Checklist" means in this case Agent A. Inspector should have the report and in all such cases it is unnecessary that the report be given some positive executive ability. The nature of said executive ability should be pointed out by the Inspector.

It is desired that every effort be made by Inspectors to secure information relative to the ability to read or write and expeditiously of Agents. It is believed that could enable delay in the preparation of the necessary work of the Bureau and completion of stenographic work is caused by inefficient execution.

It is desired that all Inspectors, prior to leaving Washington, make a detailed review of all personnel files of Agents in charge in order to ascertain the nature of all recommendations relative to errors, either minor or major, occurring at the offices to be inspected. They should also review all other matters contained in office administrative files or otherwise which will throw light upon correspondence between the Bureau and the Agents in order to avoid an interim existing between file data and the date of the previous inspection.

Inspectors Smith
Collins
Clapp
Mr. Robinson
Ryan

4/17/42.

It might be well for all Inspectors to commence to keep a book of detailed notes for to be used on an inspection trip for the purpose of recording any matters which come under their observation which should be looked into by the Inspectors.

The procedure now being followed of according from twelve to eight months between date of order to completion, and report from individual centre, is approved by the Bureau. The general practice is now to do away the Inspector to an unlist Bureau with the knowledge possessed by the staff of his group, his notes including, in brief, a description of matters found wrong, which are considered to be worth to the Bureau in locating the cause of, and how to be cured on all occasions and which, when, the original to be filed by agents.

It is desired that it may be also made with a view to substantiating that it be made a "source of information" list. The desirability of and necessity for a list of this kind has been discussed with you.

It is desired that Inspectors also be in office into the nature and efficiency of teacher system maintained in Bureau offices.

It is also desired that in giving tests to field office stenographers, a preliminary or trial test of the same number of words be first given them; that this be dictated at the same rate of speed and that it be considered in the nature of a preliminary canter, as it were, to enable the stenographers their combination to acquire the proper stenographic swing and to accustom themselves to the inflections and intonation of the inspector's voice.

Very truly yours,

Director.

April [illegible], 1951.

[illegible] Mr. [illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]
[illegible]

I [illegible] herewith, for your consideration [illegible] necessary, [illegible] covering his [illegible] of the Christmas [illegible].

Very truly yours,

Director.

[illegible]

[illegible], [illegible]

[illegible]

[illegible]

[illegible]

Very truly yours,

[illegible]

67-9524-134

April 9, 1951

Mr. [illegible],
Bureau of Immigration.

Dear [illegible]:

I [illegible] to acknowledge receipt of your [illegible] of March 28th containing a suggestion which you submit for consideration with a view to [illegible] change in Bureau rules and policies.

I [illegible] to express to you my appreciation for the courtesy and interest displayed by you in the matter and to state that your suggestion will receive careful study.

Very truly yours,

Director.

APR 9 1951

Saint Louis, [illegible]
March [illegible], 19[illegible]

Director,
Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Sir:-

It is anticipated that Section [illegible] of Police and Detective Bureau will be called on during [illegible] and Thursday from [illegible] to assist Federal field officers, [illegible] and [illegible] for your most appreciative.

Very [illegible]

[illegible]

67-9524-134

APR 1 9 1909

JEH:MOB

April 8, 1931.

MEMORANDUM FOR MR. TOLSON.

Will you please [illegible] steps to select five additional typists for appointment [illegible] Bureau and three additional student fingerprint classifiers.

Very truly yours,

Director.

67-0-1851

JHM:MO'B

[illegible] 30, 1931.

MEMORANDUM FOR [illegible]
[illegible]
[illegible]
[illegible]

I am attaching hereto a copy of a letter addressed by Inspector Fuller covering an inspection of the Detroit office in March, 1931. I personally went to Detroit, after I had received this letter, and [illegible] three days after Mr. Fuller had left Detroit. I found conditions [illegible] as Mr. Fuller had reported. There had been a rather feeble effort [illegible] in Charge to correct a few of the conditions. [illegible] however, in the fact that in my examination of the Detroit office, and in questioning of the employees therein, I found that many of the conditions referred to by Mr. Fuller had existed for over a period of several years.

I note that the Detroit office has been inspected [illegible] times since March 1930; namely by Inspector Tolson in April 1930; Inspector Fuller in July 1930; Inspector Keith in October 1930; and Inspector Cullen in January 1931. However, on none of these inspections did the Inspectors [illegible] the conditions as reported to by Inspector Fuller in March 1931. [illegible] some of these conditions, if not most of them, have been in existence over a period of several years. There is but one conclusion to which I can draw and that is that the Inspectors have not been as thorough in the examination of this office as they should have been.

I have emphasized over and over again, [illegible] and verbally, to the Inspectors that I want a real inspection to be made of each of the field offices. Within the last week or two I have [illegible] to visit six field offices and in two of these field offices I made a detailed examination; in the others a general examination was made. I have been surprised, however, with the fact that but little or no attention has been given by the Inspectors to the physical appearance of an office and the condition of its files; its inventories; its files, and the contents of the desks in the offices. I am not desirous of Bureau officials inventorying also the personal effects of employees in their desks, but I do think that when there exist in official papers having dates as far back as a year ago, which papers have never been in the files of the Bureau and have not been charged to the employees, and when the desks are filled with surplus supplies, and valuable articles of Government property, it is a matter that should receive attention. When the office is improperly administered along this line, it is safe to assume that it is equally as improperly administered along the investigative line.

I am frank to state that I think the Inspectors have become entirely too perfunctory in the examination of the offices and there must be a marked tightening up by the Inspectors of their work in the individual field offices.

Very truly yours,

Encl. Director.

N
T

Washington
March 24, 1931

Dear Mr. Tolson:

Please permit me to send admittedly belated acknowledgment in writing of my appreciation of your very kindly and most helpful attitude the morning I was privileged to talk with you.

Indeed, the atmosphere of your office was so much in contrast to those of which I often hear (and of some of which I have personal knowledge) that I continue greatly impressed with my recollection of your affability.

Respectfully yours,

Hon. Clyde A. Tolson,
Department of Justice,
Washington, D. C.

67-9524-133

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

March 7, 1931.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your inquiry as to the reason why I failed to detect the error appearing in the address of the communication prepared in Division Six on March 6, 1931, addressed to Mrs. Amy Hine of West Palm Beach, Florida.

The communication in question was read by me and the error was undetected. I have not made it a practice to carefully check the addresses in all communications forwarded through my office for your signature. I have attempted, however, to read all correspondence except form letters sent to you for signature from Divisions Six and Seven. I have delegated to Miss Sheaffer the duty of checking form letters prepared in these Divisions.

Steps have been taken to re-write the letter to Mrs. Hine, correcting the error in question.

I very much regret that the same was not detected by me prior to transmitting the communication to your office.

Respectfully,

Clyde A. Tolson

Clyde A. Tolson.

67-9524-132

MAR 9 1931

Enc. 10

N - [illegible]
T
Keith

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

March 4, 1931.

Director,
Fore[illegible] [illegible]ion,
De[illegible] [illegible],
Wash[illegible],

Dear [illegible]:

I [illegible] receipt of your letter dated March [illegible] tive in the submission of suggestions for [illegible] of [illegible] administrative and investigative [illegible] [illegible].

[illegible] submit such suggestions as [illegible] from time to time. At this date, I [illegible] to offer concerning possible changes in [illegible] of investigative system.

Very truly yours,

Clyde A. Tolson.

Clyde A. Tolson.

MAR [illegible]

67-9524-131

[illegible] 281 [illegible]

K

7-77

[illegible] Wilder
[illegible]
Egan

67-9524-130

[illegible]

[illegible]

[illegible]

[illegible] conditions [illegible] division [illegible] inspector [illegible]

[illegible] the conditions which I had [illegible] he came to the division to take charge of [illegible]

[illegible] to correct those conditions. [illegible] all of my attention to get [illegible] the work out and [illegible] limit, in my estimation, is entirely unsatisfactory [illegible] easy to handle work with proper routine [illegible] it is to handle it in the chaotic [illegible] division. In my estimation it is [illegible] in the chaotic manner that has [illegible] the [illegible] and [illegible],

[illegible]

[illegible]

[illegible]

[illegible] There has apparently been no supervision [illegible] in regard to the [illegible] use of [illegible] files. [illegible] desire that [illegible] placed in each [illegible] a supply [illegible] placed in the cabinet. I noticed particularly in the [illegible] section [illegible] to be [illegible] and [illegible] In the [illegible] section there were on [illegible] files [illegible] in the cabinet [illegible] In [illegible] I think the [illegible] files in [illegible] of supplies to the [illegible]

[illegible] little or no [illegible] immediately [illegible] requested. [illegible] by the chief of the Divi- [illegible]

[illegible] of the [illegible] of the Division [illegible] I have [illegible] I noticed [illegible] in the [illegible] section, which were [illegible] I noticed [illegible] in a [illegible] condition [illegible] repaired or replaced. [illegible] should have been noted by the chief of the Division and the [illegible] who have [illegible] the Division but apparently no attention had been given to these [illegible].

[illegible] employees in that section, [illegible] holders had been [illegible] in the section, [illegible] of which

[illegible] I have had occasion to show that [illegible] Schiller gave [illegible] I consider his course to be [illegible] that I [illegible] seven customers in that [illegible], and [illegible] Division of Lawyers. Certainly seven customers [illegible] fourteen lawyers. It is obvious, therefore, [illegible] little or no attention to matters of this [illegible].

In the individual section a dozen or more newspapers scattered [illegible] while others, such as [illegible], and even on [illegible] to [illegible] of the [illegible] was left on the [illegible] of Bedroom. In the Child Labor Section [illegible] and [illegible].

[illegible] unusually [illegible] with the desks [illegible] to [illegible] physical responsibility for the clerks [illegible]. [illegible] on their desks [illegible] notes, exhibits, and other [illegible] exhibits were left in proper order. I could have [illegible] with Schmeal [illegible] the matter of the [illegible] Division, but obviously it is impossible to make [illegible] the work [illegible] could not have checked the [illegible] condition in which it is left at the [illegible].

[illegible] Exhibits, [illegible] lost [illegible], Wade's [illegible], and a pair of [illegible] exhibits [illegible] were left in [illegible]. [illegible] Section [illegible] in the [illegible] that [illegible] the [illegible] Division [illegible] the [illegible] that [illegible] Section [illegible] that [illegible] Section [illegible].

[illegible] of the [illegible] which I made which refer to the [illegible] would certainly have been obvious to the [illegible] of the Division, and to the Inspectors [illegible] to inspect the Division. I see absolutely no excuse that [illegible] have changed with the responsibility of the [illegible] of the Bureau which I observed just [illegible] Division is to see that its [illegible] and properly when its administrative routine is so inefficient [illegible].

I [illegible] statement, therefore, be taken to correct this inexcusable [illegible]. It would not be necessary for me to have to make personal examination [illegible] Division in the manner in which I had to make the examination of Division [illegible]. The Assistant Director in charge of the Division, the Inspectors [illegible] Division, and the Chief of the Division should certainly have been [illegible] of [illegible] which I cannot excuse too strongly [illegible] who have failed in properly meeting their responsibilities in

/

[illegible]

[illegible]

[illegible]

Director.

[illegible]

67-9524-129

JUNE 3, 1941

March 5, 1941.

MEMORANDUM FOR MR. COLLINS
CLEGG
BRANN
NUGENT
TOLSON

I am desirous of bringing to the attention of the officials of the Bureau who at various times make inspection work a condition which I consider to be most deplorable and which I trust will not again be necessary to bring to your attention. It is from my understanding that, when an Inspector inspected a Division or field office every element in the operation of such Division or office is thoroughly gone into and which would cover the physical appearance of the offices or situation in the offices of unusable furniture, and the contents of the desks, tables, and cabinets in the Division or office. I note particularly that some of the Inspectors in their reports have referred to the inspection of the files of employees and I had assumed that all Inspectors were giving this matter proper attention.

Recently, I had occasion to visit Division Six, which had just had an inspection by two officials of the Bureau. Upon visiting this Division I was astounded to note the deplorable condition of the same and the absolute lack of supervision and administrative supervision of the routine operations of the Division. All desks which I examined contained excessive quantities of supplies, food, fruit, candy, shoes, stockings, and other miscellaneous articles. Stuff underneath radiators and in corners of the room were shoes, rubbers and coats. All in all the condition of the Division was a disgrace to the Bureau. The issuance of supplies had received absolutely no supervision and the wastage in this item alone, I think, must have run into the hundreds, if not thousands, of dollars. However, as I have stated, this Division had been but several weeks before inspected by two officials of the Bureau and they, apparently, had ignored these important features in their inspection work.

I am bringing this to your attention in order that there can be steps taken immediately by all persons performing inspection work to give proper attention to their responsibility along this line. The inspection of an office or a division is not to be performed in a perfunctory manner nor do I think that it should be necessary for me, or any other official of this Bureau, to have to inspect the work of an Inspector. I have had complete confidence in all of the Inspectors and in the fact that I have felt they were fully appreciative of the responsibilities resting upon them. I do not want to be forced to doubt in any way my confidence in them.

I hope it will not be necessary for me again to have to call attention of the officials of the Bureau performing inspecting work in any such delinquencies as it has been necessary for me to call attention to in this memorandum.

Very truly yours,

Director.

I, Cecyde A. Falson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Director (field)

on which I am about to enter: So help me God.

(Sign here) Cecyde A. Falson

Subscribed and sworn to before me this 26th day of January A. D. 1931

Where born (State only) Ma

Date of birth May 22, 1900

Whence appointed:

State Iowa County Iowa

Congressional District

Raymond C. Rosenberger
Notary Public

X------X
: :
: SEAL :
: :
X------X

Date of entry upon duty January 26, 1931

Residence 1200 16th Street NW

CO:-PD

January 9, 1931.

[illegible]
[illegible]
[illegible]

Sir:

[illegible] from Inventor to Assistant [illegible] [illegible] [illegible], [illegible] [illegible] [illegible] to [illegible] [illegible].

[illegible] the required oath of office.

Respectfully,

for the Attorney General,

(Signed) Charles P. Sisson
Assistant Attorney General.

67-9524-128

[illegible]
JAN [illegible] 1931 [illegible]
[illegible]

FILE

DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

June 7, 1971

[illegible]
Bureau of Investigation
Department of Justice

Sir:

[illegible]

[illegible]

Respectfully,

[illegible]

Assistant Attorney General

January 22, 1931.

A. Sheffer

MEMORANDUM FOR MR. TOLSON.

I regret the necessity of bringing to your attention this particular situation. It concerns the inaccessibility of [illegible] to persons from my office bringing papers and messages which I have specifically instructed to directly conveyed to you. My attention was called to this matter many times but I have disregarded it until recently there have been several occasions when I have directed that certain information be at once given to you, or obtained from you, and, upon making inquiry of the assistants in my office, I have been informed that they have been unable to see you.

Today I had occasion to direct that a message be at once conveyed to you about a matter on which a Senator had called [illegible] and on which I wanted to advise you. Miss O'Brien, of my office, went to convey the message to you and, upon learning that Mr. Nathan was with you, left word with your secretary to be called as soon as Mr. Nathan terminated his conference with you. Miss O'Brien was not called, even after Mr. Nathan left your office and was out of your office for a considerable length of time, until she took the matter up with you again.

I must insist that some steps be taken by you to arrange for prompt and ready access by employees from my office to you upon matters which are pressing.

Very truly yours,

Director.

67-9524-124

JOHN EDGAR HOOVER
Director

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

January 17, 1933.

MEMORANDUM FOR THE DIRECTOR.

A letter addressed to Mr. A. I. Evans, 121 Pershood Street, Saint Louis, Missouri, on January 9, has been returned to the bureau. It appears that this applicant resides in Saint Joseph, Missouri, and that the letter was improperly addressed by Miss Sheffer and the error was not detected by me in reading the correspondence. I regret the occurrence of this error.

Respectfully,

Clyde A. Tolson.

JAN 19

67-9524-126

JAN 18

Nathan

January 9, 1951.

MEMORANDUM FOR MR. [illegible], ATTORNEY'S OFFICE

This is prepared in accordance with your request of [illegible] in the Bureau of [illegible], Department of Justice, from Inspector to Assistant Director in the field service. Mr. [illegible]'s [illegible] and salary are to remain unchanged.

Very truly yours,

Director.

67-9524-125

J. EDGAR HOOVER
DIRECTOR

Department of Justice
Bureau of Investigation
Washington, D. C.

December 3, 1930.

MEMORANDUM FOR THE DIRECTOR.

In reviewing the printed Annual Report, an error has been noted at the top of page 83 wherein it is stated that during the year 1412 Federal fugitives from justice were located by Bureau employees. This number is incorrect and should have been shown as 1413 in accordance with the tabulation of fugitives located which appears on the same page. The error in this instance was made by the writer.

The first draft of the Annual Report showed 1412 fugitives as having been located and a check of the figures in Division Seven by an accountant disclosed that this figure was in error. In re-preparing the material, the figure was corrected in the tabulation but not in the copy. I exceedingly regret the occurrence of this error.

Respectfully,

Clyde A. Tolson.

DEC 5 1930

67-9524-134

DEC 4 1930

CT:MP October 25, 1950

MEMORANDUM FOR MR. NIMMOCK.

In view of the change in the designation of Special Accountants, I desire to recommend that hereafter employees who perform accounting work be referred to in Bureau applications and Bureau correspondence of all kinds as "Special Agent (Accountant)".

Respectfully,

Clyde A. Tolson.

67-9524-12

NOV 5 1950

CT:ACS

October 13, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

It is suggested that the following section be added to the manual:- "Vouchers for Personal Service.--Prior to the entry may be secured from the Bureau before appointing persons for permanent or temporary employment. Vouchers covering personal services should contain a reference to the Bureau communication authorizing same and the number given by the Bureau central section."

Add to Section 44, Paragraph 2:- "Or other with the date said employee actually entered on duty in the field office."

Add to Section 21:- "When the services of a temporary employee are terminated, the Bureau should be promptly advised of the actual date of the termination of such services.

Add to Section 44, Paragraph 2:- "Bureau application blanks shall be executed by all appointees."

Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

67-9524-122

CT:ACO

B

October 13, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

It is suggested that the following section be added to the Manual:- "Vouchers for [illegible] and services, [illegible] ~~[illegible]~~ and [illegible] and [illegible] ~~[illegible]~~ and [illegible]. Vouchers covering personal services should contain a reference to the bureau communication authorizing same and the number given by the bureau control section."

already in Section 64

(1)

Add to Section 64, Paragraph 2:- "together with the date said employee actually entered on duty in the field office."

(2)

Add to Section 61:- "When the services of a temporary employee are terminated, the bureau should be promptly advised of the actual date of the termination of such services.

(3)

Add to Section 61, Paragraph 2:- "Bureau application blanks should be executed by all applicants."

(4)

Add following section:- "Resignations. Agents in Charge of field offices should notify the bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

Badges and credentials

DEPARTMENT OF JUSTICE
Disbursing Office
Form No. 57, D. C.
Form approved by the Comptroller of the Treasury, April 12, 1915

MEMORANDUM

Pay Voucher for Personal Services

Send this Voucher to DIVISION OF ACCOUNTS, DEPARTMENT OF JUSTICE, WASHINGTON, D. C. for settlement.

Voucher No. .....

APPROPRIATION: .....
(Leave this line blank)

Symbol .....

THE UNITED STATES (FOR DEPARTMENT OF JUSTICE)

To .....
(Name of payee), Dr.

Address: .....

Division of Accounts No. .....

.....
(To which checks should be mailed)

Class Symbol		Period of Service	Rate per	Amount Dollars	Cts.	Notation of
	For SERVICES rendered as	Days				
	from ....., 192 , to ....., 192 , inclusive.					
	On account of ..... (State case or nature of business)					
	REMARKS:					
	TOTAL -			$		

Date of payment, ...

Paid in cash, $.....

Paid by check, $.....

Check No. .....

Favor of payee named above .....

Account submitted for ..... $.....

Differences as follows: .....

.....

.....

.....

..... $.....

APPROVED FOR ..... $

REMARKS:

.....

.....

.....

Paid by Disbursing Clerk, Department of Justice, with Check No. ..... dated .....

JOHN EDGAR HOOVER
Director

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

October 7, 1930.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your recent request for information as to why the order directing Special Accountant J. S. Bryan to report at the Training School on October 6, was dispatched from the Bureau.

The records indicate that at the time of the transmission of the order for Accountant Bryan's appearance, it was not known that he was submitting his resignation. However, information to this effect was received on the same day that the letter went out from the Bureau. The error occurred in not canceling the instructions to have him report for training and the responsibility for failing to do this is chargeable to the writer.

I have discussed this matter with Mr. Egan, with whom I conferred frequently in connection with the preparation of orders regarding the Training School and he feels that both of us are at fault in not properly following out the matter.

Respectfully,

Clyde A. Tolson.

67-9524-121

OCT 8 1930

October 2, 1939.

MEMORANDUM FOR MR. GARDNER.

I today requested that Mr. Clyde A. Tolson's name be included in those officials of the Bureau to whom invitations for official functions at the White House should be sent. I have been informally advised that Mr. Tolson has made it a rule that it is not proper to invite Mr. Tolson's name because of the fact that he is a man from the field appropriation. Frankly I do not see what this has to do with the selection of the persons to whom these invitations should be sent. Mr. Hoover and Mr. Tolson are the two Assistant Directors of the Bureau of Investigation. Mr. Tolson was appointed to this position on the first of October, 1936, notwithstanding that his salary is paid from the field appropriation of the Bureau of Investigation, it is my opinion that he should be included with the names of the other officials of the Department whose names are placed upon the list for the White House invitations.

I, therefore, again request, that Mr. Tolson's name be included in the list.

Very truly yours,

Director.

67-9524-120

JOHN EDGAR HOOVER
DIRECTOR

U. S. Department of Justice
Bureau of Investigation
Washington, D. C.

67-9524-119

September 30, 1930

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your recent memorandum relative to the errors which were found to exist in the Bureau's statistics for the fiscal year 1930, and in the bankruptcy statistics for previous years.

A careful check of the figures used in the annual report for the fiscal year 1930 has been made by Accountant Jackson, under the supervision of Inspector Egan, and he has found the minor errors existed in the statistics covering probationary sentences, fines, and fugitives. The errors in the first two instances occurred in the addition of the monthly recapitulation sheets, and an error of one fugitive in the total located during the year was not properly recorded.

On July 2, 1930, you addressed a memorandum to the undersigned, stating that it was your desire that the figures and statistics appearing in the annual report be very carefully checked by the writer, with the assistance of Inspectors Keith, and Egan. Copies of this memorandum were forwarded to the two Inspectors. The annual report was prepared and approved in its entirety by all Division Heads and Supervisors, with the exception of Mr. Harvey, and by Inspectors Keith and Egan. So far as I know, none of the Division Heads, Inspectors, or Supervisors, checked these statistics, but accepted the figures prepared in Division Seven. To completely check the statistics recorded in the annual report would take considerable time. Mr. Egan believes that it would take one person from three weeks to a month to thoroughly check these figures. It would appear, therefore, that the responsibility for the errors appearing in the 1930 annual report devolves upon the writer, and that Inspector Keith, and Mr. Egan were at fault in failing to carry out the instructions contained in your memorandum, to the effect that the figures should be very carefully checked.

In order to obviate the possibility of errors appearing in Bureau statistics in the future, I am submitting herewith a memorandum addressed to Division Seven, instructing that the monthly compilation of statistics prepared from the abstract slips be minutely checked by a Bureau Accountant, and that the recapitulation sheets at the end of six months and yearly periods be also checked by an Accountant.